

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND  
INSTRUCTION 34-203**



**14 JUNE 2012**

**Services**

**FOOD SERVICE-TROOP FEEDING FOR  
UNITED STATES AIR FORCE RESERVE  
(USAFR) ENLISTED MEMBERS  
(CONTRACTUAL FEEDING)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: HQ AFRC/A1S  
(Mr. Gerald J. Cardinal)

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This instruction implements AFRPD 34-4, *Food Service*. It provides guidance and procedures for Appropriated Fund (APF) troop feeding of USAFR enlisted members during periods of authorized training at locations where government-operated dining facilities are not available or operating. Troop feeding is designed to enable enlisted 3M0X1 personnel proper amount of time to train during unit training assemblies (UTAs) by cutting their responsibility of food service functional support during UTA weekends at APF dining facilities and focusing more on a training environment. The AFRC concept of providing troop feeding in nonappropriated fund (NAF) dining facilities, whether Club dining or Community Activity Center (CAC) dining is designed to save APFs. This saving is realized through eliminating facility construction, maintenance, repair, and mess attendant costs associated with APF dining facilities that are only used two days a month (UTA weekend) on Air Force Reserve installations. Troop feeding problems encountered by AFRC units which are tenants on joint bases or bases operated by other services will be handled on an individual basis. Start this process by contacting the AFRC Command Food Service Manager, HQ AFRC/A1SCF, [afrc.sv@us.af.mil](mailto:afrc.sv@us.af.mil). Refer recommended changes, comments, or questions about this publication to the Office of Primary Responsibility (OPR) at Headquarters Air Force Reserve Command Services (HQ AFRC/A1SCF), 550 Allentown Road, Building 763, Robins AFB GA 31098-2252, using the AF Form 847, *Recommendation for Change of Publication*. Route AF IMT 847s from the field through the appropriate functional's chain of command. This publication does not apply to Air National Guard Units; however, they do use troop feeding at some Reserve bases. The OPR has determined no waivers may be granted for any part of this publication. Ensure that all records

created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See **Attachment 1** for a glossary of references and supporting information.

## **SUMMARY OF CHANGES**

This publication has been substantially revised and must be completely reviewed. This version implements critical training elements required for Food Service Personnel and implements CAC dining.

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### **1. Authority to Subsist at Government Expense:**

1.1. During periods of inactive duty training, enlisted members are authorized to subsist at government expense as outlined in AFI 34-239, *Food Service Management Program*, Attachment 10, note 2.

1.2. Enlisted members may be subject to collection procedures for the cost of any unauthorized meals consumed if they fail to complete a minimum of 8 hours of training through no fault of the government.

## **2. Procedures:**

- 2.1. When available within the geographic area of the training site, use government-operated APF dining facilities when feasible.
- 2.2. If government-operated facilities are not available and establishment of facilities is not feasible, the commander may request authority from HQ AFRC/A1S to use Club or CAC dining facilities or may use contract troop feeding if Club or CAC support is not available, feasible, or cost effective.
- 2.3. When Club or CAC operations are used to provide troop feeding, a Memorandum of Agreement (MOA) will be used in lieu of a contract. The MOA must be reviewed annually and modified if there are significant changes. Modify the Sample MOA found at Attachment 2 and modify and attach the Sample Performance Work Statement (PWS) provided at Attachment 3. The PWS must be tailored to the needs of the installation and can be used for Club, CAC or contractual feeding. The basic requirements of the sample PWS remain as specified. When preparing the PWS, follow the instructions in paragraph 3 below.
- 2.4. A sample food training guide is provided at Attachment 8. This food service training guide is for all enlisted Services personnel authorized and mandated to train within troop feeding operations. It is designed to help them remain proficient in food service skill sets as outlined in the Career Field Education and Training Plan (CFETP) for all 3M0X1s.

## **3. Preplanning for Contractual Troop Feeding/PWS.**

- 3.1. When a determination is made that Club, CAC or contract troop feeding is the most feasible option, the commander or authorized representative:
- 3.2. Prepares a PWS and sends it through the proper channels on the installation and then forwards it to HQ AFRC/A1S (OPR) and AFRC/FM (OCR) for approval at least 90 days before implementation. Prepare the PWS in accordance with Attachment 3 and include the following information:
  - 3.2.1. General. Identify agencies involved, reason, and purpose of PWS, renegotiating rights, and additional information agreed upon by agencies involved.
  - 3.2.2. SECTION I: Definitions and References: For the purpose of this section, include all pertinent abbreviations and definitions which will apply to this agreement.
  - 3.2.3. SECTION II: Installation (Supported Unit) Responsibilities.
  - 3.2.4. SECTION III: Club, CAC or Contractor Responsibilities.
  - 3.2.5. SECTION IV: Serving Hours and Meal Prices.
  - 3.2.6. SECTION V: Certifications and invoicing (see sample Invoice at Attachment 6).
  - 3.2.7. SECTION VI: Other Agreements: (Club or CAC only; not for commercial vendor PWS). (Add food proficiency training requirements from Service Career Field Education and Training Plan (CFETP) under this section)
  - 3.2.8. SECTION VII: Minimum Food Requirements.

3.3. Once the PWS is completed, attach it to the Draft MOA and forward a copy of the completed package (Draft MOA and PWS) to HQ AFRC/A1S (OPR) and AFRC/FM (OCR) for review.

3.4. In the future, submit the MOA and PWS to HQ AFRC/A1S (OPR) and AFRC/FM (OCR) for review annually or after any changes are made to either document.

3.5. The commander must obtain the lowest cost consistent with acceptable standards. The cost proposed by the troop feeding operation must have justification in detail, and be submitted to HQ AFRC/A1S (OPR) and AFRC/FM (OCR) for approval. All justification of cost will be worked in conjunction with HQ AFRC/A1S (OPR) and AFRC/FM (OCR). A sample troop feeding cost analysis can be found in this publication at Attachment 3 (PWS), Annex A.

#### **4. Duties/Responsibilities:**

4.1. The commander establishes written local controls to identify personnel authorized to subsist at government expense. The duties and responsibilities in this paragraph are designed to implement necessary internal controls and are very important. The commander appoints:

4.1.1. A point of contact (POC) to submit unit training assembly (UTA) troop feeding requirements (number of troops to dine at each meal). This individual may not be assigned in any capacity to the base Force Support or Prime RIBS organization. Troop feeding requirements must be submitted in writing, broken out by date and meal type.

4.1.2. A Quality Assurance (QA) POC to observe and document troop feeding operational performance to ensure the Club, CAC or Contractor meets requirements set forth in the MOA and PWS. Individual should also have a working knowledge of food safety and sanitation.

4.1.3. A headcount attendant to identify and obtain signatures on AF Form 79, *Headcount Record*, of all personnel authorized to subsist at government expense and eat in the troop feeding facility. Obtain signatures before meals are served. **Note:** Only enlisted personnel are authorized to subsist at government expense; officers and civilians must pay the normal meal prices within the business operation (Club/CAC/Contract). The Club, CAC or Contractor must provide a cashier. The headcount attendant may only be authorized to handle NAF cash assets after they have completed NAF Internal Controls training and local NAF cashier training with the Club or CAC manager. Individuals must also be properly trained and signed off on Financial Management and Protection of Assets training outlined in the Services CFETP.

4.2. The headcounter:

4.2.1. Ensures new sheets of AF Form 79 are used for each meal and the forms are properly annotated to include the date served and price of the meal. Control of AF Form 79 must be accomplished according to AFMAN 34-240, *Food Service Program Management*, Chapter 3. See Attachment 7 for AF Form 79 instructions.

4.2.2. Enters in the appropriate block the total number of meals served and signs AF Form 79 as required after each meal period is completed. (Requires the facility manager or designated representative sign this form also to indicate agreement that the number of meals served is a true count.)

4.2.3. Draws a line after the last name on the form to indicate the last entry, gives the original to the troop feeding manager who will forward copies to the base or the designated representative.

4.3. The Troop Feeding Operation (Club, CAC or Contract):

4.3.1. Follows all procedures outlined in this publication, local MOA and PWS.

4.3.2. Follows Troop Feeding Accounting Procedures provided at Attachment 5.

4.4. The installation FM:

4.4.1. Certifies and forwards Troop Feeding Invoices to the government purchase card (GPC) account holder for payment when GPC is authorized for use to make payment. Note: The GPC can be used when a Blanket Purchase Agreement (BPA) has been established. GPCs cannot be used to make payment when an MOA is established.

4.4.2. Settles the account with the troop feeding operation within 2 days and retains copies.

4.4.3. If the GPC cannot be used for payment, forwards the Troop Feeding Invoice and any other required information to DFAS for payment.

CHARLES E. STENNER, JR., Lieutenant General,  
USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

CFETP3M0X1, *Services*, 1 Sep 10

AFI 10-214, *Air Force Prime RIBS Program*, 27 Feb 06

AFI 10-403, *Deployment Planning and Execution*, 13 Jan 08

AFI 32-2001, *Fire Emergency Services Program*, 09 Sep 08

AFI 34-201, *Use of Nonappropriated Funds (NAFS)*, 17 Jun 02

AFI 34-202, *Protecting Nonappropriated Fund Assets*, 27- Aug 04

AFI 34-204, *Property Management*, 27 Aug 04

AFI 34-209, *Nonappropriated Fund Financial Management and Accounting*, 10 Jan 05

AFI 34-219, *Alcoholic Beverage Program*, 17 Oct 07

AFI 34-239, *Food Service Management Program*, 20 Feb 04

AFI 34-246, *Air Force Lodging Program*, 11 Nov 07

AFI 34-254, *Services Education and Training*, 1 Oct 07

AFI 34-262, *Services Programs and Use Eligibility*, 27 Jun 02

AFI 34-272, *Air Force Club Program*, 01 Apr 02

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 14 Jun 10

AFI 36-2852, *Air Force Services Awards Program*, 1 May 1999

AFI 38-101, *Air Force Organization*, 16 Mar 2011

AFI 38-203, *Commercial Activities Program*, 20 Jun 08

AFI 40-104, *Nutritional Education*, 04 Oct 2011

AFI 48-116, *Food Safety Program*, 22 Mar 04

AFI 48-117, *Public Facility Sanitation*, 06 May 94

AFI 63-124, *Performance-Based Services Acquisition (PBSA)*, 01 Aug 05

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*, 6 May 09

AFI 65-601V1, *Budget Guidance and Procedures*, 13 Mar 05

AFI 91-202, *The US Air Force Mishap Prevention Program*, 01 Aug 09

AFMAN 23-110, *USAF Supply Manual*, 1 Apr 09

AFMAN 33-363, *Management of Records*, 01 Mar 08

AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*, 14 Feb 06

AFMAN 34-228, *Air Force Club Program Procedures*, 01 Apr 02

AFMAN 34-240, *Food Service Program Management*, 02 May 05

AFMAN 34-310, *Nonappropriated Fund Personnel Program Management and Administration Procedures*, 19 Jan 11

AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, 16 Nov 11

AFOSHSTD 91-300, *Food Service Operations*, 1 May 97

AFPD 10-2, *Readiness*, 30 Oct 06

AFPD 34-1, *Air Force Services Combat Support Programs*, 1 Nov 97

AFPD 34-2, *Managing Nonappropriated Funds*, 07 Jan 94

AFPD 34-4, *Food Service*, 27 Dec 93

2005 US Public Health Federal Drug Administration Food Code (<http://www.fda.gov/Food/FoodSafety/RetailFoodProtection/FoodCode/FoodCode2005/default.htm>)

Food Service Handbooks and Guides (<http://www.e-publishing.af.mil/>)

Armed Forces Recipe Service (<https://www.usafservices.com/>)

Air Force World Wide Menu (<https://afkm.wpafb.af.mil/> community/views/ home.aspx? Filter = RC-DP-01-01)

USAF War and Mobilization Plan, Volume 1, Annex GG

### **Adopted Forms**

AF Form 40a, *Record of Individual Inactive Duty Training*; 30 April 2012

AF Form 55, *Employee Safety and Health Record*; 05 August 2011

AF Form 79, *Headcount Record*; 01 October 2004

AF Form 847, *Recommendation for Change of Publication*; 22 September 2009

AF Form 1254, *Register of Cash Collection Sheets*; 01 August 1977

AF Form 1875A, *NAF Individual Cashier's Report (ICR;)* 01 Nov 1989

AF Form 1875PG2, *Controlled Documents Log*; 01 Nov 1989

DD Form 1131, *Cash Collection Voucher*; December 2003

### **Abbreviations and Acronyms**

**AIS**—Headquarters, Air Force Reserve Command, Services

**A1SCF**—Headquarters, Air Force Reserve Command, Food Services Branch

**A1SR**—Headquarters, Air Force Reserve Command, Requirements Branch

**AAFES**—Army/Air Force Exchange System

**AF**—Air Force

**AFMAN**—Air Force Manual

**AFOSH**—Air Force Occupational Safety and Health

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFSVA**—Air Force Services Agency

**AFRCI**—Air Force Reserve Command Instruction

**AFTR**—Air Force Training Record

**APF**—Appropriated Fund

**BAS**—Basic Allowance for Subsistence

**BEAR**—Basic Expeditionary Airfield Resources

**Box Lunch**—In-flight meals or lunches provided to authorize individuals whose work does not permit eating at the Club/CAC/Contractor during regular feeding times

**CAC**—Community Activity Center

**CDC**—Career Development Course (3M0X1)

**CDK**—Containerized Deployment Kitchen

**CFETP**—Career Field Education and Training Plan

**DEMO**—Demonstrate

**DFAS**—Defense Finance and Accounting Services

**DLC**—Daily Labor Cost

**DoD**—Department of Defense

**DSCP**—DSCP-Defense Supply Center Philadelphia

**EFT**—Electronic Fund Transfer

**e-Publishing**—Central website for accessing, viewing, downloading, or ordering physical and electronic products processed by AFDPO. Information on the product development and links to other agency publications are also provided on the e-Publishing website ([www.e-publishing.af.mil](http://www.e-publishing.af.mil))

**ESM**—Essential Station Messing

**FBR**—Flex Benefit Rate

**FDA**—Food and Drug Administration

**FM**—Financial Management

**FOB**—Freight on Board

**FSS**—Force Support Squadron

**GLAC**—General Ledger Account Code

**GPC**—Government Purchase Card

**HACCP**—Hazard Analysis and Critical Control Point



**HQ**—Headquarters

**ID**—Identification

**MAJCOM**—Major Command

**MLR**—Meal Labor Rate

**MOA**—Memorandum of Agreement

**MRE**—Meals Ready to Eat

**MTL**—Master Task Listing

**MWRF**—Morale, Welfare and Recreation Fund

**NAF**—Nonappropriated Fund

**NAFFA**—Nonappropriated Funds Financial Analyst

**NAFI**—Nonappropriated Fund Instrumentality

**NCOIC**—Noncommissioned Officer in Charge

**OPR**—Office of Primary Responsibility

**Ops Chg**—Operating Charge

**PBSA**—Performance-Based Services Acquisition

**PERF**—Perform

**POC**—Point of Contact

**POS**—Point of Sale

**PWS**—Performance Work Statement

**Prime RIBS**—Prime Readiness in Base Services

**Q&A**—Question and Answer

**QA**—Quality Assurance

**QAP**—Quality Assurance Personnel

**RBR**—Regular Benefit Rate

**RDS**—Records Disposition Schedule

**SCR**—Supply Cost Rate

**SPEK**—Single Pallet Expeditionary Kitchen

**STD**—Standard

**STORES**—Subsistence Total Order and Receipt Electronic System

**TM**—Technical Manual

**TO**—Technical Order

**TR**—Trainer

**UGR**—Unitized Group Ration

**UGT**—Upgrade Training

**UMD**—Unit Manpower Document

**UMPR**—Unit Manpower Personnel Roster

**USAFR**—United States Air Force Reserve

**USC**—United States Code

**USDA**—United States Department of Agriculture

**UTA**—Unit Training Assembly

**WMP**—War and Mobilization Plan

**YRP**—Yellow Ribbon Program

**Attachment 2****MEMORANDUM OF AGREEMENT (MOA) BETWEEN (NAME OF INSTALLATION)  
AND (NAME OF NON-APPROPRIATED FUND INSTRUMENTALITY (NAFI))**

**A2.1. PURPOSE:** To have the Base Morale, Welfare, and Recreation Fund (MWRF), hereinafter called “NAFI”, provide all food, labor, supplies, and services required to support Troop Feeding on unit training assembly (UTA) weekends and other authorized times. Operate Troop Feeding IAW the performance work statement (PWS) at Annex A; AFRCI 34-203, *Food Service-Troop Feeding for United States Air Force Reserve (USAFR) Enlisted Members (Contractual Feeding)*; and other pertinent Air Force and AFRC guidance.

**A2.2. AUTHORITY:** Public law (10 USC 2492), AFMAN 64-302, *NAF Contracting Procedures*, paragraph 11.13, and AFI 38-203, *Commercial Activities Program*.

A2.2.1. The installation Comptroller and the installation Services Chief or FSS Commander are authorized to execute this MOA which is subject to approval by the Installation Commander.

A2.2.2. Any issue pertaining to this MOA which cannot be resolved at the installation will be elevated to the MAJCOM Director of Services who will work with appropriate MAJCOM Directorates to resolve it.

**A2.3. APPLICABILITY:** This MOA applies to (base name).

**A2.4. GENERAL:** This MOA becomes effective upon signature by both signatories and approval by the installation Commander and shall remain in effect indefinitely. It may be modified or terminated at any time upon agreement of the signatories and approval of the Installation Commander or their successors. If either party becomes unable to fulfill its obligations under this MOA or elects not to fulfill them, the non-performing party must give 60 days written notice of its intent to terminate and the terminating party will be responsible for making the other party whole.

**A2.5. CONCEPT OF OPERATIONS:**

A2.5.1. The NAFI will provide the level of service listed in the PWS (Annex A), AFRCI 34-109, *Air Force Reserve Command (AFRC) Community Activity Center Programs*, and AFRCI 34-203, *Food Service-Troop Feeding for U. S. Air Force Reserve (USAFR) Enlisted Members* and other pertinent Air Force guidance.

A2.5.2. The installation Comptroller will provide appropriated funds (APFs) to the NAFI in payment for the stipulated level of service. The total annual amount of APFs the NAFI will receive for services rendered is outlined in Annex B. The APF payment will be reviewed annually to ensure that all NAFI costs are being recouped.

A2.5.3. The NAFI will provide FM or DFAS a monthly invoice like the one depicted in Annex C. If a BPA is established, the preferred method of payment in a government purchase card (GPC). If an MOA is established, request DFAS pay via Electronic Funds Transfer (EFT).

A2.5.4. The installation NAFs Council will be briefed on the status of operations under this MOA on an annual basis.

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(Signature block of installation Comptroller)

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(Signature block of FSS/Commander or  
Services Chief)

Approved this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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(Signature Block of Installation Commander)

### Attachment 3

#### PERFORMANCE WORK STATEMENT (PWS) AIR FORCE RESERVE TROOP FEEDING OPERATIONS ANNEX A (SAMPLE)

**A3.1.** For units that must use off-base services this PWS will need to be tailored to what they can provide, but you should try to keep feeding standards intact as much as possible for benefit of

A3.1.1. UTA members).

A3.1.2. Unit

A3.1.3. Street address

A3.1.4. City, State Zip code

**A3.2.** Performance Work Statement (PWS) for Troop Feeding for Unit.

A3.2.1. General: This PWS provides for the feeding of enlisted personnel assigned to the Unit during Unit Training Assemblies (UTAs). **Only enlisted personnel authorized to subsist at government expense as outlined in AFI 34-239, Attachment 10, may eat at government expense.** Unit and the troop feeding operation Club/CAC/Contractor hereby agree to the terms and conditions set forth in this MOA, BPA, or contract. Both parties reserve the right to terminate or re-negotiate this agreement upon 60 days written notice.

A3.2.2. Description of agreement: The Club/CAC/Contractor shall furnish supplies or services, if and when requested by the individual appointed by the commander (paragraph 4) during the period of (ddmmmyyyy) through (ddmmmyyyy). Purchase (which may be referred to as calls) made under this contract or MOA may be written or oral, will reference the MOA or contract. Such calls will include a description of the supplies or services being ordered; prices; delivery schedule; FOB point; place of inspection and acceptance; preservation, packaging and marking requirements; designation of appropriations chargeable together with such other specifics covered elsewhere herein. Supplies or services purchased under the MOA or contract shall be limited to food service meals during UTA weekends, out of cycle UTA days, and any special programs or events listed in Section VIII of this PWS.

A3.2.3. Extent of Obligation: The Government is obligated only to the extent of authorized calls actually placed against the MOA or contract.

**A3.3.** Section I: For the purpose of the MOA or contract, the following definitions and references apply:

A3.3.1. References:

A3.3.2. Armed Forces Recipe Service

A3.3.3. Air Force World Wide Menu

A3.3.4. AFI 34-239, *Food Service Program Management Program*

A3.3.5. AFI 34-239/AFRC Sup 1, *Food Service Management Program*

A3.3.6. AFMAN 34-240, *Food Service Program Management*

A3.3.7. AFI 40-104, *Nutritional Education*

A3.3.8. AFI 48-116, *Food Safety Program*

A3.3.9. AFI 48-117, *Public Facility Sanitation*

A3.3.10. AFRCI 34-203, *Food Service–Troop Feeding for United States Air Force Reserve*

A3.3.11. *Enlisted Member (Contractual Feeding)*

A3.3.12. Food Service Handbooks and Guides

A3.3.13. FDA 2005 Food Code

A3.3.14. Definitions:

A3.3.14.1. Box lunch - refers to the in-flight meals or lunches provided to authorize individuals whose work does not permit eating at the Club/CAC/Contractor during regular feeding times stipulated in this agreement. AF Form 79, *Headcount Record*, will be used to obtain box lunches for consumption away from the Club/CAC/Contractor.

A3.3.14.2. RIBS-Prime Readiness in Base Services

A3.3.14.3. UTA-Unit Training Assembly

A3.3.14.4. NAF-Nonappropriated Fund

A3.3.14.5. BAS-Basic Allowance for Subsistence

A3.3.14.6. FM-Financial Management

A3.3.14.7. HQ AFRC/A1S-Headquarters, Air Force Reserve Command Services

A3.3.14.8. APF-Appropriated Fund

A3.3.14.9. MOA-Memorandum of Agreement

A3.3.14.10. DLC-Daily Labor Cost

A3.3.14.11. RBR-Regular Benefit Rate

A3.3.14.12. FBR-Flex Benefit Rate

A3.3.14.13. MLR-Meal Labor Rate

A3.3.14.14. SCR-Supply Cost Rate

A3.3.15. Section II: Supported Unit Responsibilities:

A3.3.15.1. A tentative UTA schedule will be provided for each Month (example July) for the upcoming fiscal year. This schedule will be confirmed as definite by Month. Schedule changes will be provided to the Club/CAC/Contractor as soon as they become known.

A3.3.15.2. The Unit will provide the Club/CAC/Contractor with the number of personnel who will be eating each meal during the training period. This information will be provided by time, day of the week preceding the scheduled training period or off-UTA.

A3.3.15.3. The Unit will be responsible for payment up to 95 percent of the estimate, regardless of the number of reservists actually fed. UTA meal requirements must be submitted in writing for each UTA. The requester may not be assigned in any capacity to

the base Force Support organization or Prime RIBS unit at that location. The Club/CAC/Contractor will substitute meals at its discretion if the actual amount fed is over 110 percent of its estimate. To prevent payment for meals not consumed, commanders must ensure accurate requirements are provided to the Club/CAC/Contractor.

A3.3.15.4. At least 72 hours before the required date, the Unit will provide the Club/CAC/Contractor the number of box lunches or in-flight meals required. The requester will prepare an AF Form 79, indicating the name, grade, and social security number of each person who is authorized to eat at government expense. Personnel other than those directed to eat at governments cost (as indicated on orders) will pay the Club/CAC/Contractor the current price for box lunches requested. Increases are authorized up to (4) hours prior to pickup, due to weather or mission changes. In-flight meals must be ordered as soon as a requirement is known.

A3.3.16. Section III: Troop Feeding Operations (Club/CAC/Contractor) Responsibilities:

A3.3.16.1. The troop feeding operation Club/CAC/Contractor will provide all dishes, flatware, cups, saucers, bowls, glasses, napkins, and such other implements and/or supplies as may be required for feeding. However, the Club/CAC/Contractor reserves the right to serve juices in expendable containers. In the event of dishwashing machine, hot water heater, or electrical failure during a feeding period, the entire meal may be served utilizing disposable plates, cups and utensils.

A3.3.16.2. The troop feeding operation Club/CAC/Contractor will ensure that the authorized personnel are expeditiously and properly fed.

A3.3.16.3. The troop feeding operation Club/CAC/Contractor will display a sign visible to all at the sign-in station "Enlisted Personnel in UTA status are authorized to subsist at Government expense. Enlisted personnel receiving BAS or in a per diem status and officers will pay the cashier for their meals".

A3.3.16.4. UTA meals may be served buffet style however; other methods may be used by the troop feeding operation if deemed appropriate for the occasion. During feeding on off-UTAs and UTA make-ups, the troop feeding operation may allow enlisted personnel to select meals from the regular menu not to exceed the price of selected meals established within this PWS. Members will pay the difference if cost exceeds price set forth in the PWS. If the meal selected is below the contracted meal price, the troop feeding operation will charge the actual meal price, not the troop feeding meal rate. The troop feeding operation will ensure a nutritional meal is always available on the menu at prices stipulated in this agreement.

A3.3.16.5. The troop feeding operation Club/CAC/Contractor will ensure all meal preparation and services are accomplished with a high degree of sanitation as prescribed in AFI 48-116, 2005 Food Code, and local public health standards.

A3.3.16.6. The troop feeding operation Club/CAC/Contractor will ensure the nutrition and portion requirements as prescribed in AFI 40-104 and this PWS are met.

A3.3.17. Section IV: Serving Hours and Meal Pricing

A3.3.17.1. Following are the feeding times and sample prices established for each meal:

Breakfast	0600-0700	\$8.00	} <b>SAMPLE ONLY</b>
Lunch	1100-1230	\$12.00	
Dinner	1630-1730	\$12.00	
Box Lunch	as required	\$7.00	

NOTE: Expansion of feeding hours or additional serving times will be approved in advance. If the base requires expansion of feeding hours or additional serving times, the troop feeding operation Club/CAC/Contractor will be reimbursed for the additional expenses incurred.

#### A3.3.18. Section V: Certifications and Invoicing

A3.3.18.1. The Unit Commander will detail a headcount attendant to ensure all enlisted personnel fed under this agreement are properly identified and sign AF Form 79, *Headcount Record*. A cashier should be assigned by the troop feeding operation. The headcount attendant may only be authorized to handle NAF cash assets after they have completed NAF Internal Controls training and local NAF cashier training with the Club or CAC manager. Individuals must also be properly trained and signed off on Financial Management and Protection of Assets training outlined in the Services CFETP.

A3.3.18.2. Immediately after the meal feeding hours the headcount attendant will draw a diagonal line to close out all unused portions on both the front and back of the AF Form 79 and verify and sign before the troop feeding manager signs in the facility supervisor block.

A3.3.18.3. Purchase Limitation: No individual call under this MOA/Contract shall exceed \$25,000.00.

A3.3.18.4. Individuals authorized to place calls: A list of individuals authorized to place calls under this MOA/Contract, identified by title of position or by name of individual, organizational component, and the dollar limitation per call for each position title or individual will be furnished the supplier by the commander.

A3.3.18.5. Invoices: A summary invoice (Attachment 6) will be submitted at least monthly or upon expiration of this MOA/Contract, whichever occurs first, for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value, and supported by receipts copies of the delivery tickets.

A3.3.18.5.1. Name of supplier

A3.3.18.5.2. Invoice number

A3.3.18.5.3. Date of invoice

A3.3.18.5.4. Itemized list of supplies or services furnished

A3.3.18.5.5. Quantity, unit price, and extension of each item, less applicable discounts (unit prices and extensions need not be shown when incompatible with the use of automated systems, provided that the invoice is itemized to show this information).

A3.3.18.5.6. Date of delivery of supplies or services furnished

A3.3.18.5.7. Information required for electronic fund transfer (EFT) payment

A3.3.18.5.8. Payment:



A3.3.18.5.8.1. Invoices not in excess of \$25,000.00: Payment will be made using Government Purchase Card (GPC) issued by the bank contracted by the government.

A3.3.18.5.8.2. Invoices in excess of \$25,000.00: Payment by Electronic Funds Transfer—Central Contractor Registration, is applicable to these payments. Payment will be made by :

DFAS-BAASD/CC

P.O. Box 369020

Columbus, OH 43236-9020

A3.3.19. Section VI: Other Agreements (Readiness Proficiency Training):

A3.3.19.1. The Unit will provide anywhere between zero to max amount (this depend on size of unit and personnel that need training) 3M0X1 personnel during established UTAs for mandatory core food service training. See sample food service training guide at Attachment 8 of AFRCI 34-203 and reference Services Career Field Education and Training Plan (CFETP). Food Services training is core training and it is mandatory for all 3M0X1 personnel to stay proficient in food service operations.

A3.3.20. Section VII: Minimum Food Requirements (Should follow AFRC troop feeding 24 Day menu)

A3.3.20.1. BREAKFAST minimum requirements will be:

A3.3.20.1.1. Coffee and hot tea with cream and sugar available. No limit on consumption.

A3.3.20.1.2. One 8-ounce serving of 1% milk (offer variety as requested and/or available).

A3.3.20.1.3. Six ounces of 100% juice, orange, tomato, grapefruit, or apple as selected by the Club/CAC/Contractor. The Club/CAC/Contractor must offer at least one 100% juice but is not required to offer all of the fruit and vegetable juices listed.

A3.3.20.1.4. Portion of meat consisting of no less than four ounces of ham, three ounces of sausage, or three slices of bacon.

A3.3.20.1.5. A 3-ounce portion of creamed beef on a biscuit or toast.

A3.3.20.1.6. Two scrambled eggs. The Club/CAC/Contractor may but is not required to serve eggs to order, pancakes (not less than 6 ounces) with butter and syrup, or three slices of French toast with butter and syrup.

A3.3.20.1.7. When eggs are served, no less than two slices of toast with butter and jelly, jam, or preserves will be served; or the Club/CAC/Contractor may substitute with hot biscuits and butter, jam or honey.

A3.3.20.1.8. A variety of cold cereals.

A3.3.20.1.9. A variety of individual pastries (donuts, muffins, croissants).

A3.3.20.1.10. Breakfast potatoes must be served.

A3.3.20.1.11. A variety of individual whole fruits (banana, apple, orange).

A3.3.20.1.12. Bread and toast consisting of whole wheat, white, raisin, bagels, and English muffins must be offered. Must offer two of the listed breads.

A3.3.20.2. LUNCH minimum requirements will be:

A3.3.20.2.1. Coffee, hot tea, 100% juice (2 selections), and iced tea with sugar, cream, and lemon wedges available and no limit on consumption. Beverages other than above to be offered as an alternative; limit on consumption permitted (example: Coke, 7-UP, or noncarbonated beverages).

A3.3.20.2.2. Variety of salads or access to a salad bar containing a variety of no less than two salads and dressings.

A3.3.20.2.3. One 6-ounce portion of soup and served with no less than two saltine crackers.

A3.3.20.2.4. Two hot rolls or hot biscuits but no less than 4 ounces of cornbread or sliced white or whole wheat bread served with butter.

A3.3.20.2.5. One 4-ounce serving of potato and (or) potato substitute and an additional starch to compliment the entrée selected by the AFRC Troop Feeding 24 Day Menu.

A3.3.20.2.6. Two 3-ounce portions of cooked vegetables other than potatoes, one of which will be dark green or deep yellow selected by the AFRC Troop Feeding 24 Day Menu.

A3.3.20.2.7. At least two entrees will be offered. An entrée consisting of no less than six ounces of beef, pork, poultry, or fish/seafood selected by the AFRC Troop Feeding 24 Day Menu.

A3.3.20.2.8. A choice of at least two fresh fruits at lunch.

A3.3.20.2.9. At least two different deserts.

A3.3.20.2.10. Short –Order Meals (two hot sandwiches and one cold sandwich at a minimum).

A3.3.20.3. DINNER minimum requirements:

A3.3.20.3.1. Salads or access to a salad bar containing a variety of not less than two salads and dressings.

A3.3.20.3.2. Coffee, hot tea, 100% juice (2 selections), and iced tea with sugar, cream, and lemon wedges available and no limit on consumption. Beverages other than above to be offered as an alternative; limit on consumption permitted (example: Coke, 7-UP, or noncarbonated beverages).

A3.3.20.3.3. One 6-ounce portion of soup and served with no less than two saltine crackers.

A3.3.20.3.4. One 4-ounce serving of potato and (or) potato substitute and an additional starch to compliment the entrée selected by the AFRC Troop Feeding 24 Day Menu.

A3.3.20.3.5. At least three entrees will be offered. An entrée consists of no less than six ounces of beef, pork, poultry or fish/seafood selected by the AFRC Troop Feeding 24 Day Menu.

A3.3.20.3.6. Three 3-ounce portions of cooked vegetables other than potatoes, one of which will be the dark green or deep yellow selected by the AFRC Troop Feeding 24 Day Menu.

A3.3.20.3.7. A selection of no less than two sliced breads or hot rolls.

A3.3.20.3.8. One 4-ounce serving of Jell-O, pudding, fruit salad, or one portion of pie or cake as selected by the Club/CAC/Contractor.

A3.3.20.3.9. A choice of at least two fresh fruits at dinner.

A3.3.20.3.10. At least two different deserts, but no more than five.

A3.3.20.3.11. Short –Order Meals (two hot sandwiches and one cold sandwich at a minimum) .

A3.3.20.4. IN-FLIGHT OR BOX LUNCHES will consist of the following:

A3.3.20.4.1. 4-ounce sliced meat (turkey, roast beef or ham), 2 slices American or Swiss cheese with sandwich bread.

A3.3.20.4.2. One apple or one orange.

A3.3.20.4.3. One half pint of milk (1%). If milk will be without refrigeration in excess of four hours, substitute milk requirement with one 3-ounce serving of canned juice.

A3.3.20.4.4. One 12-ounce serving of juice, water, coke, or sprite (canned or bottled).

A3.3.20.4.5. One individual bag of potato chips, which may be substituted for vegetables in request.

A3.3.20.4.6. One serving of nutritional cookie bars or fresh cookies and candy (approximately ½ oz).

A3.3.20.4.7. One individual packet of mustard, mayonnaise, black pepper and salt.

A3.3.20.4.8. The troop feeding operation will provide all boxes, paper napkins, plastic forks, knives and spoons.

A3.3.20.4.9. All items listed above will be neatly packed in a standard flight lunch box and date stamped with the time of preparation noted thereon.

A3.3.20.4.10. Restricted items. The Air Force does not subsidize or purchase alcoholic beverage during contract meals.

A3.3.21. Section VIII: Special Programs and Events (any special programs you wish the troop feeding operation to support outside normal UTA weekends, example: Yellow Ribbon Program (YRP) meal service).

A3.3.21.1. All Special Programs will follow the same guidelines as normal UTA services. The Unit must be provided at least two week notice of any special program or events that they would like the troop feeding operation to support.

**Attachment 4****PERFORMANCE WORK STATEMENT (PWS) AIR FORCE RESERVE TROOP FEEDING OPERATIONS ANNEX B VARIABLES USED IN TROOP FEEDING COST ANALYSIS (CLUB AND CAC OPERATIONS ONLY)**

**A4.1.** This annex lists the necessary components used to estimate costs and pricing associated with troop feeding Memorandum of Agreements (MOA). Use of these components is required in order to give the best cost estimate that provides value for the use of APFs and covers all costs associated with providing food service regardless of the source. The goal of using these components is to identify per meal cost or price to be billed. For this analysis cost and price are synonymous as the cost will include compensation for all NAF expenses.

**A4.2.** The necessary cost components include: Food or Recipe Cost, Labor Cost, Supply Cost, and Other Costs or Overhead. Supply Cost will consist of supplies related to food preparation. Overhead is an indirect cost and consist of cost recovery of capital equipment, expendable equipment or small wares, repair and maintenance costs, other material and supply cost, required training or professional development cost, NAF Accounting and Human Resource cost, and compensation for NAF services. Meal cost will be calculated as Food Cost + Labor Cost + Supply Cost + Overhead = Meal Cost or Price.

**A4.3.** Non-cost components are also required in the value analysis. These non-cost requirements include meal card participation rate or number of cardholders eligible, headcount for each meal, the operating hours, and the number of operating days each month. A list of the number of people and positions as well as the hours necessary for each position in preparation, serving and clean up is also needed. These items were previously provided for under mess attendant contracts. They now become a part of the per meal troop feeding cost.

**A4.4.** Food cost is determined by use of an inventory system that generates recipe cards for the required meal service. Recipe cards shall list the ingredients, units required, unit description, cost per unit, and the extended cost for that ingredient. Recipe cards shall be provided for each type of meal service including breakfast, lunch, dinner, and any type of box meal service. When more than one recipe card option is provided then an average recipe cost shall be calculated as the food cost for that meal type.

**A4.5.** Labor cost will be direct labor cost and include the hourly rate plus any benefits received. This is called the benefit rate and will be calculated for each employee directly involved in preparation, serving and clean up for each meal. The benefit rate for each labor category used shall be listed to calculate a Daily Labor Cost (DLC). The Regular Benefit Rate (RBR) for regular category employees will be calculated as follows: list the hourly rates for all regular employees and multiply this by 1.0 plus the calculated base benefit decimal or percent based on rates supplied by the AF Services Agency (AFSVA) on an annual basis and applied to each base. Each base will have a different percentage with the rate for medical insurance being the main variable. The Flexible Benefit Rate (FBR) is calculated by listing the hourly rate for each flexible category employee and multiplying it by 1.0 plus the calculated benefit decimal or percent based on rates supplied by AFSVA on an annual basis and applied to all bases. For instance in FY12, this FBR percent is 11.54% or .1154 for all flexible AF employees. The RBR and FBR amounts will be reviewed by the NAFFA annually to insure they are in line with AF guidance. Changes in these rates shall be coordinated through the HQ AFRC/A1. The DLC

will be charged to each meal type based on the number of meals served per type. The percent will come from the monthly total by type, consisting of breakfast, lunch, dinner, and box meals divided by the total meals served per month. There will be a DLC or per Meal Labor Rate (MLR) for each meal type.

**A4.6.** Supply Cost will be cost of materials and supplies used directly in the preparation, serving or clean up in meal service. Examples might be rubber gloves used in prep and serving or cardboard boxes or bags for box lunches. The food service manager will provide a list of items and the estimated daily cost. The same percents used in the MLR for each meal shall be used to allocate this cost on a per meal basis. This shall be the Supply Cost Rate (SCR).

**A4.7.** Overhead will consist of cost recovery of capital equipment, cost recovery of expendable equipment or small wares, repair and maintenance costs, other material and supply cost, required training or professional development cost, NAF Accounting and Human Resource Office cost, and compensation. A list for each individual component with the exception of compensation will be prepared by the food service manager. Each list shall consist of an item description and a calculated monthly cost based on its original purchase cost or the monthly estimated cost. The average number of troop feeding days shall be divided into this monthly cost to get a daily overhead cost. The same percents used in the MLR for each meal shall be used to allocate this cost on a per meal basis. Compensation for NAF services will be based on AF NAF guidelines for a NAFI with food service operations. AF recommends a minimum of 7% Return on Investment. An amount not to exceed 7% will be added to the calculated cost per meal as compensation for NAF services.

**A4.8.** The per meal price shall consist of the sum of the following components: Food or Recipe Cost per meal, Labor Cost per meal, Supply Cost per meal and Overhead Cost per meal. The per meal price for each meal type can be multiplied by each annual meal type headcount estimate and then totaled to get the annual estimated cost for planning purposes. Monthly billings shall be based on the actual headcounts of enlisted UTA members times the calculated meal prices. Remember: Troop feeding cost per person will decrease as the number of diners increases. Commanders at all levels should encourage airmen to eat at the troop feeding facility.

**A4.9.** A copy of the meal price calculation worksheet will be an attachment to the troop feeding MOA.

**A4.10.** The wing/unit's comptroller will annually review the meal price amount to insure it is fair and reasonable. Recommended changes and justification shall be coordinated through HQ AFRC/A1S (OPR) and AFRC/FM (OCR) prior to implementation.

## Attachment 5

### TROOP FEEDING ACCOUNTING PROCEDURES

**A5.1. PURPOSE:** This operating guide outlines the duties and responsibilities that go along with the troop feeding function of the Club or CAC Dining Facility.

**A5.2. SCOPE:** This guide applies to all Club or CAC staff, headcount attendant, and troop feeding cardholder designees.

**A5.3. GENERAL:** It is essential that Clubs and CACs have an effective procedure for accounting for daily troop feedings. This guide is a tool for staff to help ensure troop feedings are properly accounted for during UTAs, Alternate UTAs, and daily rescheduled UTAs.

#### **A5.4. PROCEDURES MEAL TICKETS:**

A5.4.1. On Wednesday prior to main UTA and Alternate UTA, the Installation POC will send an estimated headcount to the Club or CAC manager. The wing will be responsible to pay for 95% of the estimated headcount if less than the estimated numbers of patrons eat a meal. Club/CAC will be paid for all meals if over the original headcount number. Daily rescheduled UTA patrons must furnish the Club/CAC cashier with a copy of their AF Form 40A, *Record of Individual Inactive Duty Training*, before receiving the meal. The 40As will be attached to the AF Form 79, *Headcount Record*.

A5.4.2. A headcount attendant will be detailed to ensure all enlisted personnel fed under this agreement are properly identified and sign the AF Form 79.

A5.4.3. The headcount attendant collects signatures of all meal ticket patrons on a controlled AF Form 79.

A5.4.4. At the close of the meal, the headcount attendant completes the AF Form 79 and submits to the Club/CAC manager or designated representative for certification that the number of meals served is a true count. Club/CAC manager or designated representative will determine the total for meals owed taking the 95% rule into account.

A5.4.5. From the certified AF Form 79, Club/CAC manager will enter the total of meals owed into the Aloha system for that day's business. Sales will be recorded to Cost Center XXXX, GLAC 3010000 Sales and the receivable will be recorded to Cost Center XXXX, GLAC 1150000 Outside Agency Receivable. Annotate "troop feeding" and the organization. If more than one troop feeding and organization, also annotate dollar amount due from each organization.

A5.4.6. Forward the AF Form 79 to the Central Cashier or designated representative for end-of-month invoicing purposes.

A5.4.7. Not later than the third business day following the end-of-month, Business Specialist or designated representative will reconcile all AF Form 79s to the GLAC 1150000 amounts set up in the General Ledger for each troop feeding organization. Once reconciled, one invoice is prepared for each troop feeding organization. Invoice will include a description of services rendered, number and type of meals served broken down by breakfast, lunch, dinner and/or box meals, cost of the meals and total cost.

A5.4.8. If payment is to be made by Government Purchase Card (GPC), forward invoice with base required troop feeding backup documentation (copies of meal ticket AF Form 79s, AF Form 40As, etc.) to the troop feeding cardholder designee. The cardholder, upon authorization of the approving official, will make the appropriate payment to the Club/CAC. If a BPA is established, the preferred method of payment in a government purchase card (GPC). If an MOA is established, request DFAS pay via Electronic Funds Transfer (EFT).

A5.4.9. If payment is to be made by EFT, the invoice will include EFT information supplied by HQ AFRC/A1SR (NAF Accounting Office). Forward the invoice with base required troop feeding backup documentation (copies of meal ticket AF Form 79s, AF Forms 40As, etc.) to the base Director of Financial Management (FM) or designated representative who will verify documentation. Invoice will be submitted to DFAS for payment. Sample invoice provided in Attachment 6.

A5.4.10. Invoice copy with original meal ticket AF Form 79s and AF Form 40As are to be retained by CAC Directors for 6.5 years.

#### **A5.5. PROCEDURES CASH TICKETS:**

A5.5.1. If the Aloha system is inaccessible to enter cash patron receipts and sales, the Club/CAC will provide a cashier with a change fund to perform these duties. The headcount attendant may only be authorized to handle NAF cash assets after they have completed NAF Internal Controls training and local NAF cashier training with the Club or CAC manager. Individuals must also be properly trained and signed off on Financial Management and Protection of Assets training outlined in the Services CFETP. Club/CAC cashier or headcount attendant will count the bank and sign AF Form 1875, *NAF Individual Cashier's Report (ICR)* (AF Form 1875A and AF Form 1875PG2), verifying receipts of funds.

A5.5.2. A separate AF Form 79 will be used to record cash receipts.

A5.5.3. At the close of the meal, the cashier or headcount attendant reconciles the money received to the AF Form 79. Cashier or headcount attendant records the money on AF Form 1875 and submits to the Club/CAC manager or designated representative for verification of money to the AF Form 1875 and AF Form 79. Club/CAC Manager or designated representative signs the AF Form 1875 and follows normal Aloha procedures for entering cash receipts and sales.

A5.5.4. If the Aloha system is accessible, follow normal Aloha procedures for entering cash patron receipts and sales.

A5.5.5. The cash ticket AF Form 79 will be retained with the Aloha backup documentation.



## Attachment 6

## SAMPLE TROOP FEEDING INVOICE (ANNEX C)

Your Office Symbol

TROOP FEEDING INVOICE

Your address:

DATE:  
INVOICE #  
FOR:

Phone: Fax:

Troop Feeding  
MOA

**Bill To:**

The Unit Responsible for payment and address:

DSN:

DESCRIPTION	AMOUNT
Service Provided: Troop Feeding as indicated below under MOA Date Service Provided: Breakfast XXX @ \$XX.XX Lunch XXX @ \$XX.XX Dinner XXX @ \$XX.XX Box Meals XXX @ \$XX.XX  <b>Terms:</b> Preferred payment method is Government Purchase Card (GPC). <b>If not, instruct DFAS to render Payment via electronic fund transfer (EFT) to:</b> <b>COMPANY NAME:</b> <b>DUNS NUMBER:</b> <b>CAGE NUMBER:</b>  Banking Information:  <b>ROUTING NUMBER:</b> <b>ACCOUNT NUMBER:</b> Checking Account For: Air Force NAF Banking Point of Contact:	
<b>TOTAL</b>	\$ -

Invoice Accuracy Certified for NAFI by:

//Signed//

Your title

**Attachment 7****AF FORM 79 INSTRUCTIONS**

**A7.1.** The AF Form 79, *Headcount Record*, is a controlled form; therefore, it must be safeguarded at all times. It is designed to account for all meals sold in the dining facilities, field facilities and AFRC Troop Feeding operations. Track the form on AF Form 1254, *Register of Cash Collection Sheets*, by the Serial number. All forms must be original and entries will be in ink or other permanent means.

**A7.2.** Serial Number - This number is designated by publications.

**A7.3.** Organization/Facility - Printed or typed name of organization or facility. If location is classified, put —classified.

**A7.4.** Meal/Flight Meal Rate - Input the current meal rates (DOD meal rates (updated annually), MRE, AF Flight Large/Small meal rate) for the meal being sold.

**A7.5.** Operating Charge - There is no operational surcharge during Troop Feeding operations.

**A7.6. Columns A/B/C/D:**

A7.6.1. Name - Signature of personnel purchasing meal.

A7.6.2. Cash customers shall use their payroll signature (there will be no cash customers listed on the AF Form 79 during troop feeding operations).

A7.6.3. Essential Station Messing (ESM) Customers (for AFRC enlisted members on their UTA weekend or members with a valid AF Form 40A stating meals are authorized) shall legibly print their first and last name. All cashiers must physically verify the name and last four of the customer's social security number on the reverse side of the ID card.

A7.6.4. Grade – Input individual's pay grade.

A7.6.5. Meal Period - Input meal period code; use B - Breakfast, L - Lunch, D - Dinner, M - Midnight, F - Flight Meals.

A7.6.6. Social Security Number -The customers shall input their last four (4) digits of their social security number (required for ESM Sales). All cashiers must physically verify the name and last four of the customer's social security number on the reverse side of the ID card.

A7.6.7. Sales Amount - Input the amount of sale minus the surcharge. Discount or Standard rates only, there is no surcharge for AFRC Troop Feeding operations.

A7.6.8. Op Chg - Operating charge (surcharge) for dining facilities is 33% of the total sale. For field and flight kitchen operations, use the amounts as indicated on the DoD Meal Rates. (Not used for AFRC Troop Feeding operations.)

A7.6.9. Totals at the bottom of each column

A7.6.10. A - Count the number of ESM meals, total cash sales, and total all operating charges. Input totals at the bottom of Column A.

A7.6.11. B - Count the number of ESM meals, total cash sales, and total all operating charges from Column B. Add both totals from Columns A and B. Input combined totals from Columns A and B at the bottom of Column B; carry over the total to top of Column C.

A7.6.12. C - Count the number of ESM meals, total cash sales, and total all operating charges from Column C. Add the combined totals from Columns A & B with Column C. Input the three-Column total at the top of Column D.

A7.6.13. D - Count the number of ESM meals, total cash sales, and total all operating charges from Column D. Add the combined totals from Columns A, B, & C and add the amount with Column D. Input the four Column totals in the blocks marked total.

#### **A7.7. Refund Data**

A7.7.1. Input individual's name, grade, the meal period (Breakfast, Lunch, etc.), meal type, (MRE, Flight Meal, etc.) and the amount refunded.

A7.7.2. Explanation: Input reason for refund.

A7.7.3. Totals Section

A7.7.4. Total All Cash Collected - Input dollar value.

A7.7.5. Less Refunds - Input dollar value of any refunds.

A7.7.6. Cash Overages/Shortages - Input dollar value of any overages /shortages.

A7.7.7. Net Cash for Turn-In - Input dollar value of the total amount collected. This amount shall be transferred to the DD Form 1131, *Cash Collection Voucher*.

A7.7.8. Explanation of overages/shortages

A7.7.8.1. Explain why there were differences.

A7.7.9. Signatures

A7.7.10. Ensure the facility supervisor and the person making the collection signs the form.

A7.7.11. The NCOIC of an activity requesting meals for consumption away from the dining facility shall sign in the — "REMARK" section. The individual picking up the meals shall sign as the — "Person Making Collection".

## Attachment 8




## SAMPLE FOOD SERVICE 3M0X1 TRAINING PLAN

Figure A8.1. Sample Food Service 3M0X1 Training Plan.

DUTY POSITION	
<b>Food Services Specialist</b>	This is the basic position. <u>All</u> personnel must be trained and maintain qualifications on these tasks. These tasks encompass all of the 5-skill level UGT requirements and the duty position requirements.
<b>Food Services Supervisor</b>	Personnel assigned as supervisors and/or shift leaders. Tasks encompass all of the 7-skill level UGT requirements. Personnel in 7-level UGT must complete these tasks even if working in another area of Food Services.
<b>Storeroom</b>	Personnel assigned to the Storeroom. NOTE: Personnel must be trained and maintain qualifications/proficiency on the Food Services Specialist tasks as well.
<b>Food Service Accountant/QAP</b>	Personnel assigned to Accountant/QAP position. NOTE: Personnel must be trained and maintain qualifications/proficiency on the Food Services Specialist tasks as well.
<b>Food Management</b>	Food Service/Flight Kitchen Managers, NCOICs, and Assistant NCOICs, these tasks are in addition to all other task which Food Management should be proficient on.

**Additional training requirements:** All base local food service training requirements should be added to this training plan. Units are highly encouraged to strengthen local Food Handlers training with ServSafe and Food Code training into their plans as funds allow. Make sure all safety training is added to each individual's AF Form 55s. Always reference CFETP and use AFTR for tracking/logging all SV training.

**ALL TASKS SHOULD BE COMPLETE WITHIN 12 MONTHS**

Though the below time frames are estimates, ensure reasons for training delays are documented in Air Force Training Record (AFTR) system						Provider	Method	Eval
<b>Provider Legend:</b> Trainer---TR Career Development Course (3M0X1)---CDC Air Force Publications---AFI  <b>Method Legend:</b> Demonstrate---DEMO Perform---PERF	Warfare Task *	Deployment	1-6 Months <b>OR</b> 1-3      3-6	7-9 Months	10-12 Months			
<b>1. OCCUPATIONAL SAFETY AND HEALTH</b> TR: AFIs 32-2001 and 91-202, Air Force Occupational Safety and Health (AFOSH) STD 91-300, 91-1, (all items should be documented in AF Form 55s as well)								
1.1 AFOSH	*		X			TRAINER	LECTURE	Q & A
1.2 Work area hazards	*		X			TRAINER	LECTURE	Q & A
1.3 Safety hazards responses	*		X			TRAINER	LECTURE	Q & A

1.4 Safe use of cleaning agents	*		X				TRAINER	LECTURE	Q & A
1.5 Fire prevention procedures	*		X				TRAINER	LECTURE	Q & A
1.6 Apply lifting techniques	*		X				TRAINER	DEMO/PERF	PERF
1.7 Apply safety practices when working with equipment	*		X				TRAINER	DEMO/PERF	PERF
1.8 Apply safety procedures when working in facilities	*		X				TRAINER	LECTURE	PERF
<b>2 TRAINING AND PROFESSIONAL DEVELOPMENT TR: AFD 10-2, AFIs 10-214, 38-101, 34-254, and 36-2101; Services CFETP, Golden Eagle Standards, AFSVA Training Manager's Guide, AFSVA Web page</b>									
2.7 Develop work center training plan/Master Task Listing (MTL)					X		TR/CDC/AFI	DEMO/PERF	PERF
2.8 Trainee/trainer responsibilities				X			TR/CDC/AFI	LECTURE	Q & A
<b>3. FORCE SUPPORT RECOGNITION PROGRAMS TR: AFI 36-2852, and AFSVA web page</b>									
3.1 Evaluation criteria and responsibilities in Force Support awards/recognition programs				X			TR/CDC/AFI	LECTURE	/Q & A
3.1.1 Legacy Awards/Installation/A1 Community Awards	*			X			TR/CDC/AFI	LECTURE	PERF/ Q & A
3.1.2 Individual Awards	*		X				TR/CDC/AFI	LECTURE	PERF/ Q & A
3.2 Program Standards	*				X		TR/CDC/AFI	LECTURE	PERF/ Q & A
<b>4. STRATEGIC CAPITAL IMPROVEMENT PLANNING TR: AFIs 34-201, 34-202, 34-204, 34-209, 34-239, 34-246, 65-106, and 65-601 V1; AFSVA Web page</b>									
4.1 Services equipment replacement						X	TR/AFI	LECTURE	Q & A
4.2 Facility improvement requirements					X		TR/AFI	LECTURE	Q & A
4.3 Prepare a 5 year financial & Strategic plan						X	TR/AFI	DEMO	Q & A
<b>5. FINANCIAL MANAGEMENT TR: AFD 34-1 and 34-2; AFIs 34-201, 34-202, 34-204, 34-209, 34-246, and 34-407; AFMAN 34-214</b>									
5.1 Sources of funds/income			X				TR/AFI/CDC	LECTURE	Q & A

5.1.1 Appropriated Funds	*		X				TR/AFI/CDC	LECTURE	Q & A
5.1.2 Non-appropriated Funds	*		X				TR/AFI/CDC	LECTURE	Q & A
5.2 Services budgeting concepts	*			X			TR/AFI/CDC	LECTURE	Q & A
<b>6. CONTRACTS TR: AFIs 34-239, 63-124, and 64-302 AFMAN 34-240, Flight Kitchen, Dining Facility Manager's Handbook, and AFSVA web page</b>									
6.1 Types of contracts					X		TR/CDC/AFI	LECTURE	Q & A
6.2 Contingency contract clause					X		TR/CDC/AFI	LECTURE	Q & A
<b>7. PROTECTION OF ASSETS TR: AFPD 34-2, AFIs 34-209, 34-201, 34-202, 34-204, and 34-246; AFMAN 23-110, 34-214</b>									
7.1 Internal controls and corrective action			X				TRAINER	DEMO/PERF	Q & A
7.1.1 Asset accountability	*				X		TRAINER	DEMO/PERF	PERF
7.1.2 Change fund procedures	*				X		TRAINER	DEMO/PERF	PERF
7.1.3 Imprest fund	*		X				TR/CDC/AFI	DEMO/PERF	PERF/ Q & A
7.1.4 Anti-robbery procedures	*		X				TRAINER	DEMO/PERF	PERF/ Q & A
7.1.5 Cash register reports	*				X		TRAINER	DEMO/PERF	PERF/ Q & A
7.1.6 Internal controls principles	*				X		TRAINER	DEMO/PERF	Q & A
7.2 Make Change (Imprest fund and cashier procedures)	*				X		TRAINER	DEMO/PERF	PERF/ Q & A
<b>9. SERVICES HUMAN RESOURCE MANAGEMENT TR: AFIs 34-209 and 34-246; AFMAN 34-214, 34-310</b>									
9.1 Manpower requirements				X			TR/CDCs/AFI	LECTURE	Q & A
9.1.1 Unit Manpower Document (UMD)		D				X	TR/CDCs/AFI	LECTURE	Q & A
9.1.2 Unit Manpower Personnel Roster (UMPR)						X	TR/CDCs/AFI	LECTURE	Q & A
9.2 Activity-specific differences in Appropriated Funds (APF) and Non-appropriated Funds (NAF) manpower resource principles					X		TR/CDCs/AFI	LECTURE	Q & A
9.2.1 Position Descriptions						X	TR/CDCs/AFI	LECTURE	Q & A
9.3 NAF Memorandum of Agreement (MOA)						X	TR/CDCs/AFI	LECTURE	Q & A

<b>10. FUNDAMENTALS OF FOOD PREPARATION TR: AFI 34-239, 40-104, Nutrition Education, and 48-116; USDA Food Code, Air Force Automated Recipe System, Flight Kitchen Manager's Handbook, Dining Facility Manager Quarterly Planner, AFSVA web page, and The Art and Science of Culinary Preparation (textbook); Golden Eagle Standards.</b>									
10.1 Cooking and baking terms	*		X				TR/CDC	DEMO/PERF	Q & A
10.2 Moist and Dry heat cooking methods	*		X				TRAINER	DEMO/PERF	Q & A
10.3 Functions of ingredients used in pastry Production	*				X		TRAINER	DEMO/PERF	Q & A
10.4 Seasoning agents	*		X				TRAINER	DEMO/PERF	Q & A
10.5 Measure Ingredients	*		X				TRAINER	DEMO/PERF	PERF/ Q & A
10.6 Taking temperature techniques	*		X				TRAINER	DEMO/PERF	PERF/ Q & A
10.7 Apply progressive cooking and waste prevention	*			X			TRAINER	DEMO/PERF	PERF/ Q & A
10.8 Apply knife skills techniques	*		X				TRAINER	DEMO/PERF	PERF/ Q & A
10.9 Perform taste test	*		X				TRAINER	DEMO/PERF	PERF/ Q & A
10.10 Apply leftover procedures	*			X			TRAINER	DEMO/PERF	PERF/ Q & A
10.11 Flight and Ground Support Meals	*				X		TRAINER	DEMO/PERF	Q & A
<b>11. PREPARE FOODS TR: AFI 34-239; USDA Food Code, Air Force Automated Recipe System, Manufacturer's Directions, AF 14-Day Worldwide Menu Cycle</b>									
11.1 Prepare Meats	*			X			TRAINER	DEMO/PERF	PERF
11.2 Prepare Seafood	*			X			TRAINER	DEMO/PERF	PERF
11.3 Prepare Poultry	*			X			TRAINER	DEMO/PERF	PERF
11.4 Prepare Eggs	*		X				TRAINER	DEMO/PERF	PERF
11.5 Prepare Fruits	*		X				TRAINER	DEMO/PERF	PERF
11.6 Prepare Vegetables	*		X				TRAINER	DEMO/PERF	PERF
11.7 Prepare Salads	*		X				TRAINER	DEMO/PERF	PERF
11.8 Prepare Sauces	*		X				TRAINER	DEMO/PERF	PERF



11.9 Prepare Gravies	*		X				TRAINER	DEMO/PERF	PERF
11.10 Prepare Soups	*		X				TRAINER	DEMO/PERF	PERF
11.11 Prepare Beverages	*		X				TRAINER	DEMO/PERF	PERF
11.12 Prepare Starches	*		X				TRAINER	DEMO/PERF	PERF
11.13 Prepare Sandwiches	*		X				TRAINER	DEMO/PERF	PERF
11.14 Prepare Quick breads	*				X		TRAINER	DEMO/PERF	PERF
11.15 Prepare Cookies	*			X			TRAINER	DEMO/PERF	PERF
11.16 Prepare Pastries	*				X		TRAINER	DEMO/PERF	PERF
11.17 Prepare Dessert	*				X		TRAINER	DEMO/PERF	PERF
11.18 Prepare Cakes and Frosting	*				X		TRAINER	DEMO/PERF	PERF
<b>12. SERVING LINE TECHNIQUES TR: AFI 34-239, USDA Food Code, Air Force Automated Recipe System, and AF 14-day Worldwide Menu Cycle</b>									
12.1 Garnish food	*		X				TRAINER	DEMO/PERF	PERF
12.2 Display/Replenish food on serving line	*		X				TRAINER	DEMO/PERF	PERF
12.3 Carve meats for individuals	*			X			TRAINER	DEMO/PERF	PERF
12.4 Apply sauces and gravies	*		X				TRAINER	DEMO/PERF	PERF
12.5 Select serving utensils	*		X				TRAINER	DEMO/PERF	PERF
12.6 Serve proper portions of food	*		X				TRAINER	DEMO/PERF	PERF
<b>13. STOREROOM MANAGEMENT TR: AFI 34-239; AFMAN 34-240; USDA Food Code. AFSVA website.</b>									
13.1 Subsistence receiving inspection	*		X				TRAINER	DEMO/PERF	PERF
13.2 Inspect Receiving of Subsistence	*		X				TRAINER	DEMO/PERF	PERF
13.3 Subsistence Receiving/Rejecting Procedures	*		X				TRAINER	DEMO/PERF	PERF
13.4 Storage Procedures	*			X			TRAINER	DEMO/PERF	PERF
13.5 Apply Storage Procedures	*		X				TRAINER	DEMO/PERF	PERF
13.6 Inventory, Transfer, Sales & Adjustment, and Subsistence Requirements	*			X			TRAINER	DEMO/PERF	PERF
13.7 Food and Water Security	*		X				TRAINER	DEMO/PERF	PERF

<b>14. SANITATION AND PERSONAL HYGIENE TR: AFI 34-239, 48-116, and 48-117; AFMAN 34-240; USDA Food Code</b>									
14.1 Personal hygiene and Sanitizing		D	X				TRAINER	LECTURE	PERF/ Q & A
14.1.1 Maintain personal hygiene	*	D	X				TRAINER	LECTURE	PERF/ Q & A
14.1.2 Sanitize facilities	*	D	X				TRAINER	LECTURE	PERF/ Q & A
14.1.3 Sanitize equipment	*	D	X				TRAINER	LECTURE	PERF/ Q & A
14.2 Communicable diseases	*	D	X				TRAINER	LECTURE	PERF/ Q & A
14.3 Perform Disease control measures	*	D	X				TRAINER	DEMO/PERF	PERF/ Q & A
14.4 Prevention of insect and rodent infestation	*	D		X			TRAINER	DEMO/PERF	PERF/ Q & A
14.5 Machine and manual dish washing procedures	*	D		X			TRAINER	DEMO/PERF	PERF/ Q & A
14.6 Hazard Analysis and critical Control Point (HACCP) Guidelines	*	D	X				TRAINER	DEMO/PERF	PERF
<b>15. FOOD SERVICE AUTOMATION TR: AFI 34-239; AFMAN 34-240; Air Force Automated Recipe System, and AFSVA Web page.</b>									
15.3 Operate Air Force Automated Recipe System	*		X				TRAINER	DEMO/PERF	PERF/ Q & A
15.4 Automated documentation and Point of Sales (POS)	*				X		TRAINER	DEMO/PERF	PERF/ Q & A
<b>16. FOOD SERVICE OPERATIONS TR: AFI 34-239, 34-262, AFMAN 34-240, Air Force Automated Recipe System, The Art and Science of Culinary Preparation (textbook), USDA Food Code, Production Manager Checklist, AFSVA Web page, and Preface to the 14-day Worldwide Menu Cycle</b>									
16.1 Authorized customers and charges	*			X			TR/CDCs	LECTURE	Q & A
16.1.1 Daily Operations	*		X				TR	DEMO/PERF	PERF/ Q & A
16.1.2 Emergency Situations				X			TR/AFI	DEMO/PERF	PERF/ Q & A
16.2 Shiftleader principles and management				X			TR/AFI	DEMO/PERF	PERF/ Q & A
16.3 Menu planning standards					X		TR/AFI	DEMO/PERF	PERF/ Q & A
16.3.1 Minimum Standards	*		X				TR/CDC	DEMO/PERF	PERF/ Q & A

16.3.2 Breakfast	*			X			TR/CDC	DEMO/PERF	Q & A
16.3.3 Lunch	*			X			TR/CDC	DEMO/PERF	PERF/ Q & A
16.3.4 Dinner/Supper	*			X			TR/CDC	DEMO/PERF	PERF/ Q & A
16.3.5 Midnight	*			X			TR/CDC	DEMO/PERF	PERF/ Q & A
16.3.6 Brunch	*			X			TR/CDC	DEMO/PERF	PERF/ Q & A
16.3.8 Air Force Recipe System	*		X				TR/CDC	DEMO/PERF	PERF/ Q & A
16.3.9 Production Log					X		TR/AFI	LECTURE	Q & A
16.3.10 Utilize Production Log	*				X		TR/AFI	DEMO/PERF	PERF/ Q & A
16.4.2 Small Meal	*				X		TR/AFI	DEMO/PERF	PERF/ Q & A
<b>17. FOOD SERVICE ACCOUNTING TR: AFI 34-239; AFMAN 34-240; Food Service Accountant's Guide, Air Force Automated Recipe System, and AFSVA Web</b>									
17.1 Food service automated reports	*		X				TR/AFI	DEMO/PERF	PERF/ Q & A
17.2 Manual Forms & Reports	*		X				TR/AFI	DEMO/PERF	PERF/ Q & A
17.3 Verify and Validate Prime Vendor	*			X			TR/AFI	DEMO/PERF	PERF/ Q & A
17.4 Transfers	*			X			TR/AFI	DEMO/PERF	PERF/ Q & A
<b>18. PRIME VENDOR PROGRAM TR: AFI 34-239 and 63-124; AFMAN 34-240; Dining Facility, AFSVA Web, and DSCP web page</b>									
18.1 Service levels					X		TR/AFI	DEMO/PERF	Q & A
18.1.1 Account representative Responsibilities	*		X				TR/AFI	DEMO/PERF	Q & A
18.1.2 Fill Rates and availability of items	*			X			TR/AFI	DEMO/PERF	Q & A
18.1.3 Product Specifications	*			X			TR/AFI	DEMO/PERF	Q & A
18.1.4 Delivery times/emergency orders	*		X				TR/AFI	DEMO/PERF	PERF/ Q & A
18.1.5 Substitution rules/coordination	*				X		TR/AFI	DEMO/PERF	PERF/ Q & A
18.1.6 Broken Cases	*		X				TR/AFI	DEMO/PERF	Q & A
18.2 Catalog Procedures					X		TR/AFI	DEMO/PERF	Q & A
18.2.1 Authorized items	*			X			TR/AFI	DEMO/PERF	Q & A
18.2.2 Adding/Deleting Items	*			X			TR/AFI	DEMO/PERF	PERF/ Q & A
18.3 STORES Web				X			TR/AFI	DEMO/PERF	Q & A
18.3.1 Ordering	*			X			TR/AFI	DEMO/PERF	PERF/ Q & A

18.4 Reconciliation				X			TR/AFI	DEMO/PERF	PERF/ Q & A
18.4.1 Receipt Verification	*		X				TR/AFI	DEMO/PERF	PERF/ Q & A
18.4.2 Adjustments	*				X		TR/AFI	DEMO/PERF	PERF/ Q & A
<b>19. CONTINGENCY FEEDING TR: AFD 10-2,34-2; AFIs 10-214,10-403,34-219,34-239,48-116; AFMAN 23-110, 34-240; Readiness Handbooks; TMs 10-7360-204-13&amp;P, 10-7310-281-13&amp;P, 9-4520-202-12&amp;P, 10-4500-200-13, 09211A-14 &amp;P/1; TOs 35E4-169-21-1, 35E4-169-31, 35-6-5-1-101, 50 D 1-3-1, WMP Annex GG</b>									
19.1 Set up, operate and tear down contingency feeding platform		D				X	TRAINER	DEMO/PERF	PERF
19.1.1 Single Pallet Expeditionary Kitchen (SPEK)	*	D				X	TRAINER	LECTURE	Q & A
19.1.2 Basic Expeditionary Airfield Resources (BEAR) 550 Kitchen	*	D				X	TR/CDC/AFI	DEMO/PERF	PERF
19.1.3 Containerized Deployment Kitchen (CDK)	*	D				X			
							TR/CDCs/AFI	DEMO/PERF	PERF
19.1.4 Contingency Feeding Planning Factors/Concepts	*	D				X	TR/CDCs/AFI	LECTURE	Q & A
19.1.5 Contingency Accounting and Documentation	*	D				X	TR/CDCs/AFI	LECTURE	Q & A
19.2.1 Procedures for Ordering Operational Rations	*	D				X	TR/CDCs/AFI	LECTURE	Q & A
19.2.2 Prepare and Serve A rations	*	D				X	TR/CDCs/AFI	LECTURE	Q & A
19.2.3 Prepare and Serve Standard Unitized Group Rations (UGRs)	*	D				X	TR/CDCs/AFI	LECTURE	Q & A
19.3 Field Food Safety and Security	*	D				X	TR/CDCs/AFI	LECTURE	Q & A
19.3.1 Food and Water Security	*	D				X	TR/CDCs/AFI	DEMO/PERF	PERF/ Q & A
19.4 Manual Recipe Yield Adjustments	*	D				X	TR/CDCs/AFI	DEMO/PERF	PERF/ Q & A